



Edward Byrne Memorial Justice Assistance Grant Program

Request for Proposals Instruction Packet

Eligible Applicants: California Counties

Grant Service Period: June 1, 2023 to June 30, 2026

RFP Released: October 14, 2022

Letters of Intent Due: November 18, 2022

Proposals Due: December 2, 2022



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PART I: GRANT INFORMATION

Contact Information

This Request for Proposal (RFP) provides the information necessary to prepare an Application to the Board of State and Community Corrections (BSCC) for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. Any questions concerning the RFP must be submitted by email to: JAG@bscc.ca.gov.

The BSCC will accept and respond to written questions about this RFP until November 21, 2022. A frequently asked questions and answers (FAQs) document will be posted to the BSCC website and periodically updated through November 21, 2022.

Background Information

The BSCC is the designated state administering agency for the JAG Program, which is federally funded through the Bureau of Justice Assistance. The JAG program is the primary provider of federal criminal justice funding to state and local jurisdictions. In general, JAG funds may be used to hire personnel and/or purchase equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice, including for any one or more pre-identified Program Purpose Areas (PPA). Additional information about California's PPAs is provided on pages 4-5.

Federal Requirements

The JAG Program is authorized by Title I of Public Law No. 90-351 (generally codified at [34 U.S.C. 10151-10726](#)), including subpart 1 of part E (codified at [34 U.S.C. 10151-10158](#)); see also [28 U.S.C. 530C \(a\)](#). If selected for funding, in addition to implementing the funded project consistent with the Office of Justice Programs (OJP) approved application, grantees must comply with all award requirements (including all award conditions), and applicable federal statutes and regulations.

Proposal Due Date and Submission Instructions

Proposals must be received by **5:00 P.M. (PST) on Friday, December 2, 2022**. Applicants must ensure the proposal package is signed with a digital signature **OR** a wet blue ink signature that is then scanned with the completed proposal package. Email the complete proposal package to: JAG@bscc.ca.gov. A complete proposal package will include:

- One (1) Portable Document Format (PDF) file that contains the Proposal Narrative and all required attachments (see JAG Proposal Checklist).
- An Excel version of the Budget Attachment (Budget Tables and Budget Narrative). Do not submit the Budget Attachment in a PDF version.

NOTE: If the BSCC does not receive an email containing the complete proposal package by 5:00 p.m. (PST) on December 2, 2022, the proposal **will not** be considered for funding. Applicants are strongly advised to submit proposals in advance of the due date and time to avoid disqualification.

Bidder's Conference

Prospective applicants are invited to attend a virtual Bidders' Conference. Attendance at the virtual Bidders' Conference is not a requirement. The purpose of the JAG Bidders' Conference is to answer technical questions from prospective bidders (applicants) and provide clarity on RFP instructions. Topics may include but are not limited to proposal submission instructions, Program Purpose Areas, eligibility, funding, and an overview of the evaluation requirements. There is no preference given to applicants who attend the Bidders' Conference. Details are listed below:

<p style="text-align: center;">JAG Virtual Bidders' Conference Monday, October 31, 2022, at 10:00 a.m.</p> <p>Public access options for this meeting include:</p> <p>Join by Zoom:</p> <ul style="list-style-type: none">• TBD Zoom Link• Meeting ID: XXX XXXX XXXX Passcode: XXXXXX <p>Call In:</p> <ul style="list-style-type: none">• 1-669-900-9128• Meeting ID: XXX XXXX XXXX Passcode: XXXXXX

Notice of Intent to Apply

Applicants interested in applying for the JAG Program are asked (but not required) to submit a non-binding letter indicating their intent to apply. These letters will aid the BSCC in planning for the proposal evaluation process. Please submit the letter as a Microsoft Word or PDF file.

There is no formal template for the Letter of Intent, but it should be submitted via email and include the following information:

1. Name of the applicant entity;
2. Name and title of a contact person with the applicant entity;
3. A brief statement indicating the applicant's intent to submit a proposal.

Failure to submit a Letter of Intent is not grounds for disqualification. Prospective applicants that submit a Letter of Intent and decide later not to apply will not be penalized. Please email your non-binding Letter of Intent to Apply by **Friday, November 18, 2022**. Please identify the email subject line as "JAG Program Letter of Intent to Apply" and submit the letter to: JAG@bscc.ca.gov.

BSCC Executive Steering Committee Process

To ensure successful program design and implementation, the BSCC uses Executive Steering Committees (ESC) to inform decision making related to the Board's programs. The BSCC's ESCs are composed of subject matter experts, community partners, and interested parties representing both the public and private sectors. The BSCC makes

every attempt to include a diverse representation on its ESCs, in breadth of experience, geography and demographics.

ESCs are convened and approved by the BSCC Board as the need arises to carry out specified tasks, including the development of RFPs for grant funds. Not only do the ESCs develop RFPs, but members of the ESC also read and rate the proposals submitted by prospective grantees. Once the proposal evaluation process is complete, ESCs submit grant award recommendations to the BSCC Board and the Board then approves, rejects, or revises those recommendations. Members of the ESCs are not paid for their time but are reimbursed for travel expenses incurred to attend meetings.

Scoring Panel

The BSCC convened a JAG Executive Steering Committee in 2018 to develop the RFP (Appendix A). For this RFP, a Scoring Panel will be convened to read and rate proposals and develop funding recommendations for the BSCC Board. A list of Scoring Panel members will be posted to the BSCC [website](#) no later than December 2022.

Conflicts of Interest

Except as provided by Penal Code section 6025.1, subdivision (b), existing law prohibits any grantee, subgrantee, partner, or like party who participates on the above-referenced Scoring Panel from receiving funds from the grants awarded under this RFP. Applicants who are awarded grants under this RFP will be responsible for reviewing the Scoring Panel membership and ensuring that no grant dollars are passed through to any entity represented by any member of the JAG Scoring Panel.

Description of the Grant

California State Strategy

The Bureau of Justice Assistance (BJA) requires states to develop a multi-year strategic plan for the JAG Program. Per BJA, the strategic planning process should include local governments and representatives of all segments of the criminal justice system, including judges, prosecutors, law enforcement personnel, and corrections personnel, as well as providers of indigent defense services, victim services, juvenile justice delinquency prevention programs, community corrections, and reentry services.

In September 2020, the BSCC began the process of gathering information and data to inform an update to its Multi-Year State Strategy. In partnership with the National Criminal Justice Association, the BSCC gathered input from interested parties through a year-long public input process consisting of two virtual listening sessions, a written comment period, and a web-based survey. Findings from this information and data gathering process were documented in the 2021 Edward Byrne Memorial Justice Assistance Grant Program: Findings from the Information and Data Gathering Process to Inform an Update to the Multi-Year State Strategy¹. The BSCC updated the Multi-Year State Strategy in 2022 to reflect the information gathered through this year-long process.

¹ Report findings are available at https://www.bscc.ca.gov/wp-content/uploads/Attachment-E-1-JAG-Findings-Info-and-Data-Gatherings-2021-Report-11_9_21.pdf. The report appendices is available at https://www.bscc.ca.gov/wp-content/uploads/Attachment-E-2-JAG-Findings-Info-and-Data-Gatherings-2021-Appendices-11_9_21.pdf

California will implement its updated Multi-Year State Strategy beginning with this round of JAG funding. The Multi-Year State Strategy will combine the information received from the most recent planning process with the Program Purpose Areas (PPA) that have been in place since 2013. Five PPAs have been identified. Mental health programs and related law enforcement and corrections programs, and Drug treatment and enforcement programs are the two new PPAs that emerged from the most recent strategic planning process. The Prevention and education programs PPA is an overlapping PPA that was identified in 2013 and in the most recent strategic planning process. Law enforcement programs and Prosecution and court programs are two ongoing PPAs from 2013.

California's 2022 Multi-Year State Strategy for the JAG Program

- (1) Provides equal emphasis to Program Purpose Area (PPAs):
 - ▶ PPA 1: Law enforcement programs
 - ▶ PPA 2: Prosecution and court programs
 - ▶ PPA 3: Prevention and education programs
 - ▶ PPA 5: Drug treatment and enforcement programs
 - ▶ PPA 8: Mental health programs and related law enforcement and corrections programs
- (2) Considers the needs of small, medium, and large counties.
- (3) Bases funding on local flexibility, on the needs of the juvenile and adult criminal justice communities, and on input from a balanced array of stakeholders.
- (4) Requires applicants to:
 - a. incorporate evidence-based principles and programs for all funded projects.
 - b. demonstrate a collaborative strategy based on the community engagement model that involves multiple stakeholders in the project or problem addressed.
- (5) Funded programs should:
 - a. emphasize reducing recidivism, racial and ethnic disparities, and violence.
 - b. incorporate trauma-informed care and be culturally informed, competent, and responsive.
 - c. prioritize mental health needs and the avoidance of system involvement, within each PPA.
 - d. prioritize community-based organizations as service providers.

Program Purpose Areas

California's Multi-Year State Strategy, as updated in 2022, identifies the current priority PPAs in the table below. Each of these PPAs includes underlying priority areas of need. Applicants are restricted to proposals that address one or more of these three JAG PPAs **and** include one or more related priority areas of need:

JAG PPAs and Priority Areas of Need

JAG PPA	Priority Areas of Need
Mental health programs and related law enforcement and corrections programs	<ul style="list-style-type: none"> • Crisis intervention teams
	<ul style="list-style-type: none"> • Co-responder initiatives (law enforcement and mental health clinicians working together to respond to calls for service involving a person experiencing a behavioral health crisis)
	<ul style="list-style-type: none"> • Residential in-patient behavioral health treatment programs • General mental health services
Drug treatment and enforcement programs	<ul style="list-style-type: none"> • Co-occurring treatment (e.g., substance use and mental illness or other chronic health conditions)
	<ul style="list-style-type: none"> • Community-based substance use residential treatment
	<ul style="list-style-type: none"> • Community-based substance use outpatient treatment
Prevention and education programs	<ul style="list-style-type: none"> • School violence
	<ul style="list-style-type: none"> • At-promise youth
	<ul style="list-style-type: none"> • Mental health education
	<ul style="list-style-type: none"> • Job-specific training and certification programs
Law enforcement programs	<ul style="list-style-type: none"> • Violent crime reduction initiatives
	<ul style="list-style-type: none"> • Drug enforcement
	<ul style="list-style-type: none"> • Crisis intervention/mental health/suicide prevention
	<ul style="list-style-type: none"> • Pre-arrest diversion
	<ul style="list-style-type: none"> • Mental health training for law enforcement
Prosecution and court programs	<ul style="list-style-type: none"> • Problem solving courts (e.g., mental health, veterans, drug, reentry)
	<ul style="list-style-type: none"> • Gun/gang prosecution
	<ul style="list-style-type: none"> • Violent crime prosecution and defense
	<ul style="list-style-type: none"> • Innovations in indigent defense
	<ul style="list-style-type: none"> • Mental health liaisons

Eligibility

Eligible applicants are California's 58 Counties. Applications must be submitted by the Board of Supervisors or the Chief County Administrative Officer. Eligible applicants **may not** submit more than one (1) proposal for funding consideration. However, two (2) or more counties may submit a collaborative proposal. The jurisdictions comprising the collaborative application are not required to be contiguous.

Lead Public Agency

All applicants are required to designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities. The LPA is a governmental agency with local authority within the applicant county. The applicant may choose to fill the role of LPA itself or it may designate a department, agency, or office under its jurisdiction to serve as the LPA. The role of the LPA is to coordinate with local government agencies and non-governmental organizations to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, invoices, meeting coordination (virtual and/or in-person) and will serve as the primary point of contact with the BSCC.

Grant Period

Successful proposals will be funded for a three-year grant period commencing on June 1, 2023 and ending on June 30, 2026. However, an additional six (6) months (July 1, 2026, through December 31, 2026) will be included in the term of the contract for the sole purposes of:

- Finalizing and submitting a required Local Evaluation Report, and
- Finalizing and submitting a required financial audit.

The total grant agreement term will cover June 1, 2023 to December 31, 2026.

Funding Information and Thresholds

This RFP makes \$47,316,384 available competitively. This figure includes \$13,779,065 in federal fiscal year (FFY) 2020, \$16,541,030 in FFY 2021, and \$16,996,289 in FFY 2022.

In accordance with the 2018 JAG ESC, funding will be allocated across small, medium, and large sized counties based on county population (see Appendix B, County Population Index). This means small counties will compete against small counties, medium against medium counties, and large against large counties. Los Angeles County will compete in the "Large County" category.

Applicants may apply for any dollar amount up to an including the maximum grant amount as shown below. Applicants are strongly encouraged to apply for only the amount of funding needed to implement the project for the entire 42-month grant period. Proposals will be scored, in part, on the reasonableness of the proposed budget.

Funding Distribution and Maximum Grant Amounts				
Funding Categories		Population Size	Maximum Grant Amount*	Available Funding
(1)	Small Counties	< 200,001	\$660,000	\$9,463,277
(2)	Medium Counties	200,001-700,000	\$2,145,000	\$14,194,915
(3)	Large Counties	700,001+	\$3,136,875	\$23,658,192
The County of Los Angeles may apply for up to \$6,000,000 for the entire grant period within the Large County Category.				
Total Funding Available for Competitive Grants				\$47,316,384

*Total amount for the entire 42-month grant period

Los Angeles County

The County of Los Angeles is more than three times the size of the next largest county in the State of California. Los Angeles County may apply for up to \$6,000,000 for the entire 42-month grant period.

Multi-County Partnerships Funding Considerations

JAG applicants may apply for funding as part of a multi-county partnership. In those instances, the following funding considerations apply:

A. Counties in the Same Category

Multi-county partnerships that consist of counties from within the same category (small, medium, or large) may apply for up to the maximum funding threshold in that category, multiplied by the number of counties partnering on the proposal.

For Example:

- Four (4) small counties may apply for up to \$2,640,000 [funding threshold for small counties (\$660,000) x 4 = \$2,640,000];
- Three (3) medium counties may apply for up to \$6,435,000 [funding threshold for medium counties (\$2,145,000) x 3 = \$6,435,000]; and,
- Two (2) large counties may apply for up to \$6,273,750 [funding threshold for large counties (\$3,136,875) x 2 = \$6,273,750].

B. Counties in Different Categories

To preserve the integrity of the funding distribution formula, multi-county partnerships that consist of counties from within different categories (small, medium, or large) will default to the maximum funding threshold of the largest category participating in the partnership, multiplied by the number of counties from that category that are partnering on the proposal.

For Example:

- One (1) small county partnering with one (1) medium county may apply for up to \$2,145,000 (default to medium; one medium county; \$2,145,000 x 1);

- One (1) small county partnering with two (2) medium counties may apply for \$4,290,000 (default to medium; two medium counties; \$2,145,000 x 2); and,
- One (1) medium county partnering with (1) large county may apply for up to \$3,136,875 (default to large; one large county; \$3,136,875 x 1).

C. Counties Partnering with Los Angeles County

Multi-county partnerships that include Los Angeles County may only apply for up to the maximum funding threshold in the category, or \$6,000,000.

To preserve the integrity of the funding distribution formula, multi-county partnerships that consist of counties from within different categories (small, medium, or large) for rating purposes will default to the largest category participating in the partnership.

JAG Funding Prohibitions

The JAG statute, [34 U.S.C. § 10152\(d\)](#), specifically identifies a list of prohibited items. JAG funds provided under this part may NOT be used, directly or indirectly, to provide any of the following matters: (1) Any security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety. (2) Unless the Attorney General certifies that extraordinary and exigent circumstances exist that make the use of such funds to provide such matters essential to the maintenance of public safety and good order: Vehicles, vessels, or aircraft; Luxury items; Real estate; Construction projects (other than penal or correctional institutions); Any similar matters. For more information, please view the [JAG Prohibited Expenditure Guidance](#).

Match Requirement

The JAG Program does not have a match requirement.

Non-Governmental Organizations

Criteria for Non-Governmental Organizations Receiving Grant Funds

The JAG RFP includes requirements that apply to non-governmental organizations that receive funds under this grant². Grantees are responsible for ensuring that any contracted third parties continually meet these requirements as a condition of receiving grant funds. The RFP describes these requirements as follows:

Criteria for Non-Governmental Organizations (NGOs)

Any non-governmental organization that receives JAG funding (as either a subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six (6) months prior to the effective date of its fiscal agreement with the BSCC or with JAG grantee;
 - Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grantee subcontractor fiscal agreement;
- Be a nonprofit and recognized by the Internal Revenue Service as a 501(c)(3) organization;
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid Employer Identification Number (EIN) or Taxpayer ID (if sole proprietorship);
- Have a valid business license, if applicable;
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- Have a physical address within California.
 - An agent for service of process with a California address is insufficient.

All applicants must submit Appendix C, Criteria for NGOs that Receive BSCC Grant Funds as part of the complete proposal package. All grantees must submit an updated Appendix C throughout the life of the grant agreement for any additional NGOs that may receive JAG funds through subcontracts after awards are made. The BSCC will not reimburse for costs incurred by NGOs that do not meet the BSCC's requirements.

²Non-Governmental Organizations (NGOs) include community-based organizations, faith-based organizations, non-profit organizations/501(c)(3)s, for profit service providers, evaluators (except government institutions such as universities), grant management companies and any other non-governmental agency or individual.

NOTE: These criteria do not apply to government organizations (e.g., counties, cities, school districts, etc.).

JAG Local Steering Committee

In order to apply for JAG funding, applicants must form a local JAG Steering Committee comprised of stakeholders representing diverse disciplines who have experience and expertise in the prospective interventions to be addressed by the JAG proposal. The JAG Steering Committee will determine the community needs and reflect them in a Project Work Plan (Appendix D).

JAG Steering Committee Membership Requirements

The JAG Steering Committee will represent a significant cross-section of juvenile and/or criminal justice stakeholders, depending on the intervention chosen, within the applicant county. The local JAG Steering Committee composition will be diverse to include a balanced representation of both traditional and non-traditional stakeholders.

Examples of non-traditional stakeholders could include community-based and faith-based organizations, educators, social service providers, family member of a criminal justice involved person, job developers, advocacy groups, or citizens. Examples of traditional stakeholders could include law enforcement, district attorney, probation, courts, and other city and county departments. The county will determine the total number of members to serve on the JAG Steering Committee.

Stakeholders identified for membership on the JAG Steering Committee shall possess a working knowledge of the problem areas being discussed within the identified JAG priorities. The JAG Steering Committee will work collaboratively to identify the needs of the community as they relate to the JAG priorities and to create and develop a comprehensive project plan with the overall goal of reducing violent crime and recidivism within their county.

- The applicant must describe how it ensured full and equal participation and voting rights for all members of the JAG Steering Committee throughout this process.
- The applicant must describe the process that took place to engage membership for the JAG Steering Committee as well as any working relationships that existed with members prior to the development of the JAG Steering Committee
- The applicant may use an existing group, or a subcommittee of an existing group, as its JAG Steering Committee but must address all requirement listed in this section.
- The applicant must describe the expertise of each of the Steering Committee members and how they relate to the intervention being proposed in the submitted JAG application.
- Attach a member roster containing the names, titles, organizational affiliations, and business contact information for each JAG Steering Committee member (Appendix E: JAG Steering Committee Roster).

JAG Steering Committee Responsibilities

The JAG Steering Committee will be an active in the development, implementation, and oversight of the local JAG project. The JAG Steering Committee will be used to:

- Identify priorities and the community needs. At a minimum, this should include community outreach.
- Determine the intervention (PPA) type needed to address the local need.
- Develop the local strategies to address the local community need.

- Identify the projects and/or services to be provided to address the community need.
- Develop written operational policies/procedures for the Local JAG Steering Committee to include but not be limited to meeting frequency of not less than once a year, maintenance of agendas and meeting minutes. The written policy/procedure should also include strategies for inclusion of the local community members at the meetings. Applicants may add any other information that they would like.
- Provide ongoing oversight of the project

It is the applicant's discretion to determine the size of the JAG Steering Committee and meeting frequency.

Letter of Agreements and Operational Agreements

As part of the necessary collaboration that must occur for the JAG Program to be successful, applicants must engage a wide range of stakeholders. There may be two levels of participation within a JAG Program. The level of participation will determine what type of documentation must be included with the proposal.

(1) Letter of Agreement (less formal)

For each partner agency that participates as a part of the local JAG Steering Committee, and/or partners that provide in-kind services, the applicant must include a signed Letter of Agreement. This shall serve as an acknowledgement of the partnership that will exist, wherein no funds will be exchanged. A sample Letter of Agreement can be found in Appendix F.

(2) Operational Agreement (more formal)

For each subcontractor, consultant, or service provider that will be paid for services under the grant agreement – including community-based or faith-based organizations – the applicant must include a draft Operational Agreement. This shall serve as a formal agreement between the two parties indicating that there will be some type of contract or interagency agreement for services and acknowledging the exchange of funds.

The draft Operational Agreement should include:

- A description of the subcontractor, consultant or service provider's commitment to network and coordinate with other agencies and the applicant;
- Placeholders for the names of anticipated project staff;
- Placeholders for original signatures, titles, and the agency names;
- Effective performance period dates; and
- The amount of JAG funds designated to the agency.

Signatures may be obtained after the proposal due date, a sample Operational Agreement can be found in Appendix G.

Evidence-Based, Innovative and Promising Strategies

The BSCC is committed to supporting a focus on better outcomes in the criminal justice system and for those involved in it. Applicants are therefore required to use data to drive decision-making in the development, implementation, and appraisal of their overall projects. Applicants should be able to demonstrate that their proposal is linked to the implementation of practices and strategies supported by data. In developing a proposal, applicants should focus on the following three (3) basic principles:

1. Is there evidence or data to suggest that the intervention or strategy is likely to work, i.e., produce a desired benefit?

For example, was the intervention or strategy you selected used by another jurisdiction with documented positive results? Is there published research on the intervention you are choosing to implement showing its effectiveness? Is the intervention or strategy being used by another jurisdiction with a similar problem and similar target population?

2. Once an intervention or strategy is selected, will you be able to demonstrate that it is being carried out as intended?

For example, does this intervention or strategy provide for a way to monitor quality control or continuous quality improvement? If this intervention or strategy was implemented in another jurisdiction, are there procedures in place to ensure that that you are following the model closely (so that you are more likely to achieve the desired outcomes)?

3. Is there a plan to collect evidence or data that will allow for an evaluation of whether the intervention or strategy worked?

For example, will the intervention or strategy you selected allow for the collection of data or other evidence so that outcomes can be measured at the conclusion of the project? Do you have processes in place to identify, collect and analyze that data/evidence?

Applicants are encouraged to develop an overall project that incorporates these principles but is tailored to fit the needs of the communities they serve. Innovation and creativity are encouraged.

The State Strategy for the JAG Program adopted by the BSCC states that all funded projects are required to incorporate evidence-based principles and programs. Based on this, applicants shall identify the evidence-based principles and programs in their applications for JAG funds.

“Innovative,” for purposes of this RFP, shall be broadly construed to include programs or strategies that are “new” in the county or area where applied or represent expanded or reconfigured programs targeting additional populations or needs in the applicant county. Innovative programs or strategies described in the proposal must be linked to one or more components of an evidence-based practice.

“Promising,” for purposes of this RFP, shall be broadly construed to include crime-reduction and recidivism-reduction programs or strategies that have been implemented elsewhere with evidence of success, but with evidence that is not yet strong enough to

conclude that the success was due to the program, or that it is highly likely to work if carried out in the applicant's circumstances. The difference between evidence-based and promising approaches is a difference in degree that depends on the number of situations in which a program or strategy has been tested and the rigor of the evaluation methods that were used. Applicants seeking to implement "promising" programs or strategies should be able to describe the documentation, data and evidence available to support the approach and why it is best suited to the needs and objectives described in the proposal.

Evidence, which may vary in terms of its novelty or its strength, is relevant to the assessment of a program's potential benefits, whether described as innovative, promising, or evidence based.

Data Collection, Reporting, and Evaluation Requirements

Projects selected for funding will be required to submit a Local Evaluation Plan and Local Evaluation Report. See Attachment H for key definitions related to project evaluation.

Applicants are strongly encouraged to use outside evaluators to ensure objective and impartial evaluations. Specifically, applicants are encouraged to partner with institutions of higher learning universities, state universities and community colleges.

Required Set-Aside for Evaluation Efforts

Grantees are required to set aside at least 5 percent of the total grant award for data collection and evaluation efforts, to include the development of the Local Evaluation Plan and a Final Local Evaluation Report. Applicants are strongly encouraged to use outside evaluators to ensure objective and impartial evaluations. Specifically, public agency applicants are encouraged to partner with state universities or community colleges for evaluations.

Local Evaluation Plan

The purpose of the Local Evaluation Plan is to ensure that projects funded by the BSCC can be evaluated. Grantees will be expected to include a detailed description of how the public agency applicant will assess the effectiveness of the proposed program in relationship to each of its goals and objectives identified in the proposal. A relationship between the goals and objectives identified in the proposal should be apparent in the Local Evaluation Plan.

The Local Evaluation Plan should describe the evaluation design or model that will be used to evaluate the effectiveness of the project component(s), with the project goals and the project objectives clearly stated. Applicants should also address process and outcome evaluations. Once submitted, any modifications to the Local Evaluation Plan must be approved in advance by the BSCC. More detailed instructions on the LEP will be made available to successful applicants.

The Local Evaluation Plan is due no later than December 31, 2023.

Final Local Evaluation Report

Following project completion, grantees are required to complete a Local Evaluation Report. The Local Evaluation Report must be in a format prescribed by the BSCC.

The purpose of the Local Evaluation Report is to determine whether the overall project (including each individual component) was effective in meeting the goals laid out in the Local Evaluation Plan. To do this, the grantee must assess and document the effectiveness of the activities that were implemented within each individual project component. These activities should have been identified in the previously submitted Local Evaluation Plan.

More detailed instructions on the Local Evaluation Report will be made available to successful applicants. The Local Evaluation Report is due no later than December 31, 2026.

Research Involving Human Subjects

To the extent the Local Evaluation Plan or Final Local Evaluation Report involves research in which either: (1) data is obtained through intervention or interaction with an individual or (2) identifiable private information is obtained from program participants, the evaluation must comply with the requirements of 28 C.F.R. Part 46. This includes compliance with all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent. For additional information on whether 28 C.F.R. Part 46 applies to your local evaluation plan, please see the [OJP Research Decision Tree.pdf](#)

Evaluation Dissemination

The BSCC will make public the Local Evaluation Plan and the Final Local Evaluation Report from each grantee. Reports may be posted to the BSCC website and/or developed into a Summary Final Report to be shared with the Administration, the Legislature, and the public.

Projects selected for funding are encouraged to make public (e.g., post online, disseminate, share at meetings) the Final Local Evaluation Report to the community and the grantee's Governing Board (e.g., Board of Supervisors, City Council, etc.). If the grantee plans to publish the Final Local Evaluation Report, it must be submitted to the BSCC for review prior to publication

Reducing Racial and Ethnic Disparity

Research shows that youth and adults of color are significantly overrepresented in the criminal justice system in California. BSCC supports efforts to reduce racial and ethnic disparities and encourages others to do the same. The BSCC has undertaken several activities to ensure that California addresses this concern including trainings. Applicants should, as relevant, describe how grant activities will impact youth of color who are subject to justice or child welfare system involvement.

For additional information about reducing racial and ethnic disparity (R.E.D.), prospective applicants may contact the R.E.D. Coordinator, Field Representative Timothy Polasik, at Timothy.Polasik@bscc.ca.gov.

General Grant Requirements

Grant Agreement

Applicants approved for funding by the BSCC Board are required to enter into a Grant Agreement with the BSCC. Grantees must agree to comply with all terms and conditions of the Grant Agreement. See Appendix I for a sample BSCC Grant Agreement.

The Grant Agreement start date is expected to be June 1, 2023. Grant Agreements are considered fully executed only after they are signed by both the grantee and the BSCC and the BSCC is in receipt of all required attachments including documentation of signing authority. Work, services, and encumbrances cannot begin prior to the Grant Agreement start date. Any work, services and encumbrances that occur after the start date but prior to Grant Agreement execution may not be reimbursed. Grantees and all subgrantees are responsible for maintaining their Grant Agreement, all invoices, records, and relevant documentation for the life of the grant cycle plus three (3) years after the final payment under the contract.

Federal Award Conditions

Please refer to Appendix I to review the FFY 2020, 2021, and 2022 federal award conditions. Federal conditions are subject to change with subsequent funding years. Additional information about the statutes and regulations impacting the JAG Program can be found at: <https://www.bja.gov>

Governing Board Resolution

Successful applicants will be required to submit a Resolution from their Governing Board before the grant award can be finalized and funds awarded. A signed resolution is not required at the time of proposal submission, but applicants are advised that no financial invoices will be processed for reimbursement until the Governing Board Resolution has been received by the BSCC. A sample Governing Board Resolution can be found in Attachment J.

Audit Requirements

All grantees are required to have an audit completed within 180 days following the completion of the grant period, as specified below. Reasonable and necessary extensions to the due date may be granted by the BSCC, if requested. A grantee that willfully fails to submit an audit as required may be deemed ineligible for future BSCC grant funds pending compliance with the audit requirements of this grant.

The Grantee must provide to the BSCC copies of reports generated from either: The annual City/County Single Audit (as submitted to the State Controller's Office), or A Grant-Specific audit. The audit must cover the entire grant period. The BSCC reserves the right to call for a program or financial audit at any time between the execution of the contract and three years following the end of the grant period.

Debarment, Fraud, Theft or Embezzlement

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to applicants that have been:

1. Debarred by any federal, state, or local government entities during the period of debarment; or
2. Convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state, or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

All applicants must complete Appendix K certifying they are compliant with the BSCC's policies on debarment, fraud, theft, and embezzlement.

Invoices

Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. The State Controller's Office (SCO) will issue the warrant (check) to the individual designated on the Applicant Information Form as the Financial Officer for the grant. Grantees must submit invoices to the BSCC on either a monthly or quarterly basis through an online process no later than 45 days following the end of the invoicing period. Grantees will make their choice between monthly or quarterly invoicing prior to grant agreement execution.

Grantees must maintain adequate supporting documentation for all costs claimed on invoices. BSCC staff will conduct a desk review process which requires grantees to submit electronic documentation to support all grant funds claimed during the invoicing period. In addition, BSCC staff will conduct on-site monitoring visits that will include a review of documentation maintained as substantiation for project expenditures with grant funds.

Additional information about invoicing can be found in the BSCC Grant Administration Guide, located on the BSCC [website](#).

Quarterly Progress Reports

Grant award recipients are required to submit quarterly progress reports (QPRs) to the BSCC. QPRs are a critical element in the BSCC's monitoring and oversight process. Grantees that are unable to demonstrate that they are making sufficient progress toward project goals and objectives and show that funds are being spent in accordance with the Grant Agreement could be subject to the withholding of funds. Once grants are awarded, the BSCC will work with grantees to create QPRs.

Supplanting

Supplanting is the deliberate reduction in the amount of federal, state, or local funds being appropriated to an existing program or activity because grant funds have been awarded for the same purposes. Supplanting is strictly prohibited for all BSCC grants. JAG funds shall be used to support new program activities or to augment or expand existing program activities but shall not be used to replace existing funds.

It is the responsibility of the grantee to ensure that supplanting does not occur. The grantee must keep clear and detailed financial records to show that grant funds are used only for allowable costs and activities

Travel

Travel is usually warranted when personal contact by project staff is the most appropriate method of conducting project-related business. Travel to and from training conferences may also be allowed. The most economical method of transportation, in terms of direct expenses to the project and the employee's time away from the project, must be used. Projects are required to include sufficient per diem and travel allocations for project-related personnel, as outlined in the Grant Award, to attend any mandated BSCC training conferences or workshops outlined in the terms of the program.

Units of Government

Units of government may follow either their own written travel and per diem policy or the State's policy. Units of government that plan to use cars from a state, county, city, district carpool, or garage may budget either the mileage rate established by the carpool or garage, or the state mileage rate, not to exceed the loaning agency rate.

Non-Governmental Organizations (NGOs)

An NGO receiving BSCC funds must use the State travel and per diem policy, unless the Grantee's written travel policy is more restrictive than the State's, in which case it must be used. Reimbursement is allowed for the cost of commercial carrier fares, parking, bridge, and road tolls, as well as necessary taxi, bus, and streetcar fares.

Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Grantees must receive written BSCC approval prior to incurring expenses for out-of-state travel. Even if previously authorized in the Grant Award, Grantees must submit to the BSCC a separate formal request (on Grantee letterhead) for approval. Out-of-state travel requests must include a detailed justification and budget information. In addition, California prohibits travel, except under specified circumstances, to states that have been found by the California Attorney General to have discriminatory laws. The BSCC will not reimburse for travel to these states unless the travel meets a specific exception under Government Code section 11139.8, subdivision (c). For additional information, please see: <https://oag.ca.gov/ab1887>.

Compliance Monitoring Visits

The BSCC staff will monitor each project to assess whether the project is in compliance with grant requirements and making progress toward grant objectives. As needed,

monitoring visits may also occur to provide technical assistance on fiscal, programmatic, evaluative, and administrative requirements. For your reference, the Comprehensive Monitoring Visit checklist can be found on our [website](#).

Grantee Orientation

Following the start of the grant period, BSCC staff will conduct a Grantee Orientation (July 2023, date to be determined). The purpose of this mandatory session is to review the program requirements, invoicing and budget modification processes, data collection and reporting requirements, as well as other grant management and monitoring activities. Typically, the Project Director, Financial Officer, and Day-to-Day Contact must attend. Grantees are also strongly encouraged to include the individual tasked with Data Collection and Evaluation and a minimum of one community partner.

If an in-person training is scheduled, it will be for one day in the Sacramento region. Grant recipients may use grant funds for travel-related expenditures such as airfare, mileage, meals, lodging and other per diem costs. Applicants should include anticipated costs in the budget section of the proposal under the “Other” category. Award recipients will be provided additional details regarding the Grantee Orientation, in June 2023.

Overview of the RFP Process

Confirmation of Receipt of Proposal

Upon submission of a proposal, applicants will receive a confirmation email from the BSCC stating that the proposal has been received.

Disqualification - **PLEASE REVIEW CAREFULLY**



The following will result in an automatic disqualification:

- Electronic proposal packet is not received by 5:00 p.m. PST on December 2, 2022
- Applicant does not meet the Eligibility Criteria
- Proposal does not address required Program Purpose Areas
- Proposal does not meet font and spacing requirements
- Funding request exceeds allowable amounts
- Budget Attachment (Excel document) is incomplete, or the total amount included in the budget table does not match the requested amount included elsewhere in the application.
- Proposal Package does not contain the following sections:
 - Coversheet – accurately completed
 - Proposal Checklist – filled out and signed
 - Applicant Information Form – completed and signed
 - Proposal Narrative
 - Budget Attachment (in Excel)
- Electronic proposal packet is illegible
- Electronic proposal packet will not open or is corrupted

NOTE: Disqualification means that the proposal will not move forward to the Scoring Panel for the Proposal Rating Process, and, therefore, will NOT be considered for funding.

Proposal Rating Process

Unless disqualified, proposals will advance to the Scoring Panel for funding consideration. Proposals will be evaluated in accordance with the BSCC's *Grant Proposal Evaluation Process* ([link](#)) and as described below. The Scoring Panel will read and assign points to each proposal in accordance with the prescribed rating factors listed in the table below. Scoring Panel members will base their points on how well an applicant addresses the items listed under each rating factor within the Proposal Narrative and Budget Sections.

At the conclusion of this process, applicants will be notified of the Board's funding recommendations. It is anticipated that the Board will act on the recommendations at its meeting in April 2023. Public agency applicants and partners are not to contact members of the Scoring Panel or the BSCC Board to discuss proposals.

Rating Factors

The Rating Factors that will be used and the maximum points allocated to each factor are shown in the table below. Applicants are asked to address each of these factors as a part of their proposal. A percent of total value is assigned to each Rating Factor, correlating to its importance within the overall project (see Percent of Total Value column).

	Rating Factors	Point Range	Percent of Total Value	Weighted Rating Factor Score*
1	Project Need	0-5	5%	10
2	Project Description	0-5	35%	70
3	Collaboration	0-5	10%	20
4	Capability and Qualifications	0-5	20%	40
5	Project Evaluation and Monitoring	0-5	15%	30
6	Project Budget	0-5	15%	30
Maximum Proposal Score:			100%	200

Raters will rate an applicant's response to each Rating Factor on a scale from 0 to 5, according to the Six-Point Rating Scale shown below. For each Rating Factor, the rating point received is then weighted according to the "Percent of Total Value" column associated with the Rating Factor to arrive at the final Weighted Rating Factor Score. The Weighted Rating Factor Scores are then added together for a final overall proposal score. The maximum possible proposal score is 200.

Six Point Rating Scale

Not Responsive 0	Poor 1	Fair 2	Satisfactory 3	Good 4	Excellent 5
The response fails to address the criteria.	The response addresses the criteria in a very inadequate way.	The response addresses the criteria in a non-specific or unsatisfactory way.	The response addresses the criteria in an adequate way.	The response addresses the criteria in a substantial way.	The response addresses the criteria in an outstanding way.

Minimum Scoring Threshold

A proposal must meet a threshold of **60 percent**, or a minimum score of **120** total points to be qualified for funding.

BSCC Funding Decisions

Applicants will compete for funds within their applicable funding category (see Funding Distribution and Maximum Grant Amounts, page 6). Once the proposals have been scored and ranked, BSCC will move down the ranked lists to fund all qualified applicants in each of the three (3) funding categories until all funds in that category are exhausted. Applicants that fall at the cut-off point may be offered a partial award if there are not sufficient remaining funds to make a full award.

If funding remains in one or more categories, the following will occur:

- Funds remaining in Category (1), after all qualified applicants in that category have been fully funded, will be used to fund any additional qualified applicants in Category (2).
- Funds remaining in Category (2), after all qualified applicants in that category have been funded, will be used to fund any additional qualified applicants first in Category 3 and then Category (1).
- Funds remaining in Category (3), after all qualified applicants in that category have been funded, will be used to fund any additional qualified applicants in first Category (2) and then Category (1).

If an applicant or grantee relinquishes an award, BSCC has authority to offer that award to the next qualifying applicant (s) on the ranked list.

Summary of Key Dates

The following table shows a timeline of key dates related to the JAG Program.

Activity	Date
Release Request for Proposals	October 14, 2022
Bidders' Conference	October 31, 2022
Letter of Intent Due to the BSCC	November 18, 2022
Proposals Due to the BSCC	December 2, 2022
Proposal Rating Process and Development of Funding Recommendations	December 2022 - March 2023
BSCC Board Considers Funding Recommendations	April 2023
Notices to Applicants	April 2023
Grant Period Begins	June 1, 2023
Mandatory New Grantee Orientation	July 2023
Grant Service Project Period Ends	June 30, 2026
Final Evaluation Report & Financial Audit Due and Grant Ends	December 31, 2026

PART II: PROPOSAL INSTRUCTIONS

This document/section contains the necessary information for completing the Edward Byrne Memorial Justice Assistance Grant Program Application Packet. The Application Packet is provided as a stand-alone document on the BSCC website at www.bscc.ca.gov.

Proposal Narrative and Budget Instructions

The six rating factors will be addressed in the Proposal Narrative and the Proposal Budget sections, as shown below:

	Rating Factor	Percent Value	Addressed In:
1	Project Need	5%	Proposal Narrative
2	Project Description	35%	
3	Collaboration	10%	
4	Capability and Qualifications	20%	
5	Project Evaluation and Monitoring	15%	
6	Proposal Budget (Budget Tables & Narrative)	15%	Proposal Budget

Proposal Narrative Instructions

The Proposal Narrative must address Project Need, Project Description, Collaboration, Capability and Qualification, and Project Evaluation and Monitoring using each of the section headers provided in the JAG Proposal Narrative template. The Proposal Template can be found in the JAG Program Application package. The Proposal Narrative must be submitted in Microsoft Word (formatted in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spaced) and cannot exceed **fifteen (15) numbered** pages.

It is up to the applicant to determine how to use the total page limit in addressing each section, however as a guide, the percent of total point value for each section is listed next to each header. **Do not include website links.** Charts, tables or graphs must meet the spacing and font requirements. Applicants *may* include a one-page bibliography containing citations, using either the Modern Language Association (MLA) or American Psychological Association (APA) style. The bibliography will not be counted toward the 15-page limit and formatting restrictions do not apply to the one-page bibliography.

The Proposal Narrative 15-page limitation does not include the following items:

- Cover Sheet, Proposal Checklist, Applicant Information Form, 1-Page Bibliography (optional), Budget Attachment, Project Work Plan, and Other required Attachments (see Proposal Checklist).

NOTE: Proposals exceeding the page limit shall not automatically be disqualified. However, BSCC staff shall remove ALL pages in excess of the page limit before forwarding the proposal to the Scoring Panel for rating , which may negatively impact

a proposal's score. If line spacing, formatting, or font size results in the inclusion of additional content in excess of prescribed page limits, excess pages shall be removed, or the proposal may be disqualified. Illegible or unreadable proposals shall be disqualified.

Section 1: Project Need (Percent Value - 5%)

Address the rating factor for Project Need in narrative form as defined below. The response will be evaluated with a single rating based on a scale of 0-5.

Project Need: The applicant described a community need that is pertinent to the intent of the grant program. The elements that comprise the Project Need are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed (when applicable), it is the <u>quality of the response</u> to each that will be evaluated.	
2.1	Describe the need(s) to be addressed including how the need(s) is related to one or more of the JAG Program Purpose Areas and corresponding Priority Areas of Need.
2.2	Identify service gaps that contribute to the need (e.g., programs, accessibility, service area, geographic location).
2.3	Describe current racial and ethnic disparities, violence, and/or recidivism (if applicable) which demonstrate the need for the proposed project.
2.4	Relevant local qualitative and/or quantitative data with endnote citations in support of the need are provided.
2.5	Demonstrate a compelling justification for the grant funds.

Section 2: Project Description (Percent Value - 35%)

Address the rating factor for Project Description in narrative form as defined below. The response will be evaluated with a single rating based on a scale of 0-5.

Project Description: The applicant provided a description of the project that is related to the need(s). The elements that comprise the Project Description are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed, it is the <u>quality of the response</u> to each that will be evaluated.	
3.1	Describe the proposed project. Description should include: <ul style="list-style-type: none"> • the intervention(s) being proposed for implementation. • the proposed project goals, measurable objectives, and impact. • the proposed services/interventions of the project including how the services will be delivered and the length and duration. • how the proposed project will address the Project Need, the intent of the JAG Program, and the identified Program Purpose Areas and corresponding Priority Areas of Need. • how the project will address the racial and ethnic disparities, violence, and/or recidivism (if any) identified in Project Need. • how the proposed project will, if applicable, incorporate trauma-informed care and be culturally informed, competent, and responsive.

	<ul style="list-style-type: none"> • how the proposed project will, if applicable, prioritize mental health needs and the avoidance of system involvement. • a complete Project Work Plan (see Appendix D).
3.2	<p>For project participants, describe:</p> <ul style="list-style-type: none"> • the target population (e.g., gender, age, offense history, criminogenic factors), including why and how it was selected. • the plan for identifying, accessing, selecting, and serving individuals from the target population who are eligible and appropriate for participation. • plans to overcome any inability to access and/or serve those individuals. • the strategy/strategies for maintaining sustained engagement. • the plan for determining which services a participant receives; for example, risk/needs assessment.
3.3	<p>Describe relevant evidence, findings, or research to support the selection of the proposed services/interventions. Description should include:</p> <ul style="list-style-type: none"> • whether the intervention is evidence-based, innovative, or promising (according to the definitions on page 12). • how the outcomes achieved elsewhere support using the proposed practices in the applicant's jurisdiction to achieve the goals and objectives described in the proposal. • how the intervention is appropriate for the proposed target population. • steps taken to ensure that the support factors required or necessary for the intervention can be mobilized in the local setting.

Section 3: Collaboration (Percent Value - 10%)

Address the rating factor for Collaboration in narrative form as defined below (see RFP, JAG Local Steering Committee, page 10). The response will be evaluated with a single rating based on a scale of 0-5.

<p>Collaboration: The applicant described the collaboration of the Local JAG Steering Committee that is related to the proposed project. The elements that comprise Collaboration are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed, it is the <u>quality of the response</u> to each that will be evaluated.</p>	
4.1	Provide a roster for the Local JAG Steering Committee, to include names, titles, and organizational affiliations (see Appendix E). Include a Letter of Agreement for each member (see Appendix F).
4.2	Describe the process used to identify, recruit, and engage steering committee members.
4.3	Demonstrate that there is full and balanced representation from both traditional and non-traditional stakeholder groups.
4.4	Describe how full participation and voting rights were ensured for all members throughout the process.
4.5	Describe the process used to identify the problem area(s) and develop the Project Need.
4.6	Describe the process used to establish and maintain collaboration as it relates to supporting this proposed project.
4.7	Describe the steering committee's ongoing role throughout the project.

Section 4: Capability and Qualifications (Percent Value - 20%)

Address the rating factor for Capability and Qualification in narrative form as defined below. The response will be evaluated with a single rating based on a scale of 0-5.

Capability and Qualification: The applicant described its capability and qualifications to conduct the proposed project. The elements that comprise the Capability and Qualification section are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed, it is the <u>quality of the response</u> to each that will be evaluated.	
5.1	Describe applicant's ability to conduct the proposed project(s).
5.2	List the project partners that will provide services (agencies, community-based organizations, contractors, stakeholders, private and/or public), including a description of the services to be provided, the partners' credentials, involved personnel, justification for choice, and the value the partners add to the proposed project. If applicable, address the prioritization of community-based organizations as service providers.
5.3	Describe applicant's/partners' experience and capability to conduct the project(s).
5.4	Describe staff allocations and assignments for the separate project components.
5.5	Describe the experience and qualifications of key project staff to provide and manage services.
5.6	Describe management structure and decision-making process for the project.
5.7	Describe the readiness for development and implementation for the proposed project.

Section 5: Project Evaluation and Monitoring (Percent Value - 15%)

Address the rating factor for Project Monitoring and Evaluation in narrative form as defined below (see RFP, *Data Collection, Reporting and Evaluation Requirements* section, page 13). The response will be evaluated with a single rating based on a scale of 0-5.

Project Evaluation and Monitoring: The applicant described how it will monitor and evaluate the effectiveness of the proposed project. The elements that comprise the Project Monitoring and Evaluation section are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed, it is the <u>quality of the response</u> to each that will be evaluated.	
6.1	Describe the plan to determine the staff and/or entity that will conduct the project evaluation and how monitoring activities will be incorporated in the various phases of the project; for example, start-up, implementation, service delivery period, etc.
6.2	Identify the process and outcome indicators that are quantifiable and in line with the intent of the proposal and the objectives listed in the Project Work Plan.
6.3	Describe the preliminary plan for how to collect and evaluate baseline and outcome data related to the process and outcome indicators identified in 6.2. Describe a plan for entering into data sharing agreements, if necessary.

Proposal Budget Instructions

Section 7: Proposal Budget (Percent Value - 10%)

As part of the application process, applicants are required to submit a Proposal Budget and Budget Narrative (Budget Attachment). The Budget Attachment is provided as a stand-alone document on the BSCC website at www.bscc.ca.gov.

Applicants should be aware that budgets will be subject to review and approval by the BSCC staff to ensure all proposed costs listed within the budget narrative are allowable and eligible for reimbursement. Regardless of any ineligible costs that may need to be addressed post award, the starting budget for the reimbursement invoices and the total amount requested will be the figures used for the Standard Grant Agreement.

Applicants are solely responsible for the accuracy and completeness of the information entered in the Budget Table and Budget Narrative. Detailed instructions for completing the Budget Attachment are listed on the Instructions tab of the Excel workbook. All project costs must be directly related to the objectives and activities of the project. The Budget Table must cover the entire grant period.

For additional guidance related to grant budgets, refer to the [BSCC Grant Administration Guide](#)

The following items are rated as a part of this section and must be addressed by the applicant in the Budget Attachment. The response will be evaluated with a single rating based on a scale of 0-5.

Project Budget: The applicant provided a complete Budget Attachment (Project Budget and Budget Narrative) for the proposed project. The elements against which the Budget Attachment will be rated are listed below. Addressing each element does not itself merit a high rating; rather, although each element is to be addressed, it is the quality of the response to each that will be evaluated.

7.1	Provide complete and detailed budget information in each section of the Budget Attachment (link below) which includes: <ul style="list-style-type: none">• Expenses that are appropriate for the project's goals and planned activities.• An explanation justifying each expense tied to the services offered and target population served.• Describe within each budget section how the expenditures are being applied to the benefit of project participants.
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PART III: APPENDIXES

JAG Appendixes

This section includes the following appendixes:

- Appendix A: 2018 JAG Executive Steering Committee
- Appendix B: 2021 County Population Index
- Appendix C: Criteria for Non-Governmental Organizations Receiving BSCC Grant Funds
- Appendix D: Project Work Plan
- Appendix E: JAG Steering Committee Roster
- Appendix F: Sample Letter of Agreement
- Appendix G: Sample Operational Agreement
- Appendix H: Definition of Terms
- Appendix I: Sample Grant Agreement
- Appendix J: Sample Governing Board Resolution
- Appendix K: Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement

Appendix A: 2018 JAG Executive Steering Committee

	Name	Title	Organization/Agency
1	Linda Penner (Chair)	Chairperson	Board of State and Community Corrections
2	Mark Delgado	Executive Director	Los Angeles County's Countywide Criminal Justice Coordination Committee, Los Angeles County
3	Eric Durnell	Ph. D. Candidate	Social Psychology, California State University San Francisco, San Francisco County
4	David Fernandez	Senior Special Agent	California Department of Corrections and Rehabilitations, Sacramento County
5	Robin Lipetzky	Public Defender	Contra Costa County
6	Lyle Martin	Police Chief	Bakersfield Police Department, Kern County
7	Steven Meinrath	Attorney	Sacramento County
8	Debbie Paolinelli	Assistant County Administrative Officer	Fresno County
9	Jonathan Raven	Chief Deputy District Attorney	Yolo County
10	Darren Thompson	Sheriff-Coroner	San Benito County
11	Erik Upson	Police Chief	Benicia Police Department, Solano County
12	Erica Webster	Master's Candidate	Luskin School of Public Affairs, University of California Los Angeles
13	Charles White, Ph. D.	Director, Criminal Justice	Azusa Pacific University, San Diego County

Appendix B: County Population Index

Source: California Department of Finance, Population Estimates, January 1, 2022

Large Counties (700,001+)		Medium Counties (200,001-700,000)	
Alameda	1,651,979	Butte	201,608
Contra Costa	1,156,555	Marin	257,135
Fresno	1,011,273	Merced	284,338
Kern	909,813	Monterey	433,716
Los Angeles County	9,861,224	Placer	409,025
Orange	3,162,245	San Luis Obispo	280,721
Riverside	2,435,525	Santa Barbara	445,164
Sacramento	1,576,618	Santa Cruz	266,564
San Bernardino	2,187,665	Solano	447,241
San Diego	3,287,306	Sonoma	482,404
San Francisco	842,754	Stanislaus	549,466
San Joaquin	784,298	Tulare	475,014
San Mateo	744,662	Yolo	221,165
Santa Clara	1,894,783		
Ventura	833,652		
Small Counties (<200,001)			
Alpine	1,200	Mendocino	89,999
Amador	40,297	Modoc	8,690
Calaveras	45,049	Mono	13,379
Colusa	21,807	Napa	136,179
Del Norte	27,218	Nevada	101,242
El Dorado	190,465	Plumas	18,942
Glenn	28,750	San Benito	65,479
Humboldt	135,168	Shasta	180,531
Imperial	179,329	Sierra	3,229
Inyo	18,978	Siskiyou	43,830
Kings	152,023	Sutter	99,145
Lake	67,407	Tehama	65,052
Lassen	30,274	Trinity	16,023
Madera	157,396	Tuolumne	55,291
Mariposa	17,045	Yuba	82,275

Appendix C: Criteria for Non-Governmental Organizations Receiving BSCC Grant Funds

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program Request for Proposals (RFP) includes requirements that apply to non-governmental organizations that receive funds under this grant. All grantees are responsible for ensuring that any contracted third parties continually meet these requirements as a condition of receiving JAG funds. The RFP describes these requirements as follows:

Any non-governmental organization that receives JAG funding (as either subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six (6) months prior to the effective date of its fiscal agreement with the BSCC or with the JAG grantee;
 - Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grantee subcontractor fiscal agreement;
- Be a nonprofit and recognized by the Internal Revenue Service as a 501(c)(3) organization;
- Be registered with the California Secretary of State's Office;
- Have an Employer Identification Number (EIN) or Taxpayer ID (if sole proprietorship);
- Have a valid business license, if applicable;
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- Have a physical address in the State of California.
 - An agent for service of process with a California address is insufficient.

In the table below, provide the name of the Grantee and list all contracted parties.

Grantee:

Name of Contracted Party	Address	Email / Phone	Meets All Requirements
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

Grantees are required to update this list and submit it to the BSCC any time a new third-party contract is executed after the initial assurance date. Grantees shall retain (on-site) applicable source documentation for each contracted party that verifies compliance with the requirements listed in the JAG RFP. These records will be subject to the records and retention language found in Appendices A and C of the Standard Agreement.

Unless prior approval is obtained, the BSCC prohibits disbursement or reimbursement to any NGO that does not meet the requirements listed above and for which the BSCC does not have a signed grantee assurance on file.

A signature below is an assurance that all requirements listed above have been met.

AUTHORIZED SIGNATURE (This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE	
STREET ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS			

Appendix D: Project Work Plan Instructions

JAG applicants must complete a Project Work Plan. This Project Work Plan identifies measurable goals and objectives, activities and services, the responsible parties, and a timeline (see template below).

Completed Project Work Plans should (1) identify the project's top goals and objectives; (2) identify how the top goals will be achieved in terms of the activities, responsible staff/partners, and start and end dates; and (3) provide goals, objectives, and measures with a clear relationship to the need and intent of the grant. Applicants must use the Project Work Plan Template provided below.

This Project Work Plan does not count toward the fifteen (15) numbered page limit for the Proposal Narrative. There are no margin, spacing or font restrictions for the Project Work Plan.

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(1) Goal:			
Objectives (A., B., C...):	A. B. C.		
Project activities that support the identified goal and objectives:	Responsible staff/ partners	Timeline	
		Start Date	End Date
1. 2. 3.			
List data and sources to be used to measure outcomes:			
(2) Goal:			
Objectives (A., B., C...):	A. B. C.		
Project activities that support the identified goal and objectives:	Responsible staff/ partners	Timeline	
		Start Date	End Date
1. 2. 3.			
List data and sources to be used to measure outcomes:			
(3) Goal:			
Objectives (A., B., C...):	A. B. C.		
Project activities that support the identified goal and objectives:	Responsible staff/ partners	Timeline	
		Start Date	End Date
1. 2. 3.			
List data and sources to be used to measure outcomes:			

Appendix F: Sample Letter of Agreement

Sample only

To be used for agencies/organizations listed as members of the Local JAG Steering Committee and/or that will provide in-kind services via partnership

Date

[Partners Name]
[Partners Address]

[Recipients Name]
[City of]
[Address]

Dear [City Official]:

This letter of agreement between [Partners Name] and [County of] explains the support and services provided for the proposed JAG project, including (membership on the Local JAG Steering Committee, a partnership to include..., etc.).

[Explain Local JAG Steering Committee membership, services or support, dates, timelines, etc.],

Regards,

Signature

Appendix G: Sample Operational Agreement

Sample only

To be used for subcontractors, consultants and/or community-based organizations identified in the budget pages

Draft only – signatures not required at time of proposal submission

This Operational Agreement stands as evidence that the **(Applicant Agency)** and the **(Partner Agency)** intend to work together toward the goals outlined in the Project Work Plan. Both agencies believe that implementation of the **(Name of JAG Program)**, as described within this proposal, will further these goals. Each agency agrees to participate in the JAG Program, if selected for funding, as outlined herein.

The **(Applicant Agency)** project will closely coordinate JAG services and activities with the **(Partner Agency)** through:

- Project staff being readily available to **(Partner Agency)** for service provision through describe arrangements with the Agency.
- Regularly scheduled meetings (how often) between **(persons/positions)** to discuss strategies, timetables and implementation of mandated services. Specifically:
 - (List specific activities that will be undertaken between the two agencies or other specifics of the agreement.)
 - XXX
 - XXX
- Effective grant performance period dates.
- Amount of JAG state funds designated to the Partner Agency.

We the undersigned, as authorized representatives of **(Applicant Agency)** and **(Partner Agency)** do hereby approve this document.

Name and Title
Agency Name

Date

Name and Title
Partner Name

Date

Appendix H: Definition of Terms

Collaboration

The basic manner in which different and potentially competing agencies, people and organizations work together in an intellectual effort to identify the needs of the community. These same people will then work collaboratively together to develop the intervention proposal to be used to solve the community need. Counties must rely on the collaborative process – in the form of the JAG Steering Committee – to determine the distribution of how funding will be allocated between programs and strategy that serve one or more of the JAG priorities.

Goals and Objectives

Goals and objectives are terms in common use, sometimes used interchangeably because both refer to the intended results of program activities. Goals are longer-term than objectives, more broadly stated and govern the specific objectives to which program activities are directed.

In proposals, goals are defined by broad statements of what the program intends to accomplish, representing the long-term intended outcome of the program^c.

Examples of goal statements^d:

- To reduce the number of serious and chronic juvenile offenders.
- To divert nonviolent juvenile offenders from state juvenile correctional institutions.
- To restore the losses suffered by the victims of crimes.

Objectives are defined by statements of specific, measurable aims of program activities^e. Objectives detail the tasks that must be completed to achieve goals^f. Descriptions of objectives in the proposals should include three elements^g:

1. Direction – the expected change or accomplishment (e.g., improve, maintain);
2. Timeframe – when the objective will be achieved; and
3. Target Population– who is affected by the objective.

Examples of program objectives^h:

- By the end of the program, young, drug-addicted juveniles will recognize the long-term consequences of drug use.
 - To place eligible juveniles in an intensive supervision program within two weeks of adjudication to ensure offender accountability and community safety.

^c Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)*. Retrieved from <http://www.jrsa.org/njiec/publications/program-evaluation.pdf>. See also New York State Division of Criminal Justice Services. *A Guide to Developing Goals and Objectives for Your Program*. Retrieved from <http://www.criminaljustice.ny.gov/ofpa/goalwrite.htm>.

^d *Id.* at p. 4.

^e National Center for Justice Planning. Overview of Strategic Planning. *Where Do We Want to Be? Goals and Objectives*. Retrieved from <http://ncjp.org/strategic-planning/overview/where-do-we-want-be/goals-objectives>.

^f *Id.*; see *supra* fn 1.

^g Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 5. Retrieved from <http://www.jrsa.org/njiec/publications/program-evaluation.pdf>.

^h *Id.*

- To ensure that juvenile offenders carry out all of the terms of the mediation agreements they have worked out with their victims by program completion.

Project Evaluation:

Process Evaluationⁱ

The purpose of the process evaluation is to assess how program activities are being carried out in accordance with goals and objectives. Process measures are designed to answer the question: “What is the program actually doing and is this what we planned it to do?”

Examples of process measures could include:

- Project staff have been recruited, hired and trained according to the proposal.
- Activities/strategies have been implemented on time according to the proposal.
- Number of interagency agreements entered into by the program compared to the number planned.
- Number of trainings conducted.
- Number of neighborhood meetings conducted.

Outcome Evaluation^j

The purpose of the outcome evaluation is to identify whether the program “worked” in terms of achieving its goals and objectives. Outcome measures are designed to answer the question: “What results did the program produce?”

Examples of outcome measures include:

- Results of pre/post surveys (e.g., changes in the reported confidence/trust in law enforcement among community members).
- Implementation of regular, ongoing community forums where law enforcement/community dialogue takes place.
- Changes in policies at the Lead Agency level to reflect procedural justice principles.

In an evidence-based practice approach, outcome evaluations must include not only the measures but also analysis of the extent to which the measured results can be attributed to the program rather than to coincidence or alternative explanations.

Recidivism

Recidivism is defined as conviction of a new felony or misdemeanor committed within three years of release from custody or committed within three years of placement on supervision for a previous criminal conviction.^k

Steering Committee

A working group of professional individuals from diverse disciplines who use critical thinking skills and compromise to work toward common goals.

ⁱ Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 7. Retrieved from <http://www.jrsa.org/njiec/publications/program-evaluation.pdf>.

^j *Id* at pp. 7-8.

^k Pen. Code, § 6046.1 subd. (d). “Committed” refers to the date of offense, not the date of conviction.

Trauma-Informed Care¹

According to the Substance Abuse and Mental Health Services Administration, “A program, organization, or system that is trauma-informed:

- Realizes the widespread impact of trauma and understands potential paths for recovery;
- Recognizes the signs and symptoms of trauma in clients, families, staff, and others involved with the system;
- Responds by fully integrating knowledge about trauma into policies, procedures, and practices; and
- Seeks to actively resist re-traumatization

SAMHSA’s concept of trauma-informed care is guided by six key principles:

- Safety
- Trustworthiness and transparency
- Peer support
- Collaboration and mutuality
- Empowerment, voice and choice
- Cultural, historical, and gender issues

¹ Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services. *Trauma-informed Approach and Trauma-Specific Interventions*. Retrieved July 22, 2016, from <http://www.samhsa.gov/nctic/trauma-interventions>

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Appendix J: Governing Board Resolution

Before grant funds can be reimbursed, a prospective grantee must either (1) submit a resolution from its Governing Board that delegates authority to the individual authorized to execute the grant agreement or (2) provide sufficient documentation indicating that the prospective grantee has been vested with plenary authority to execute grant agreements (e.g., a municipal ordinance or county ordinance/charter delegating such authority to a city manager or county executive officer or other governing board resolution delegating authority).

Below is sample language for a resolution. Applicants are encouraged to submit the resolution with their application.

WHEREAS the ***(insert name of Lead Agency)*** desires to participate in the Edward Byrne Memorial Justice Assistance Grant Program administered by the Board of State and Community Corrections (hereafter referred to as BSCC).

NOW, THEREFORE, BE IT RESOLVED that the ***(insert title of designated official)*** be authorized on behalf of the ***(insert name of Governing Board)*** to submit the grant proposal for this funding and sign the Grant Agreement with the BSCC, including any amendments thereof.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

BE IT FURTHER RESOLVED that the ***(insert name of Lead Agency)*** agrees to abide by the terms and conditions of the Grant Agreement as set forth by the BSCC.

Passed, approved, and adopted by the ***(insert name of Governing Board)*** in a meeting thereof held on ***(insert date)*** by the following:

Ayes:

Notes:

Absent:

Signature: _____ Date: _____

Typed Name and Title: _____

ATTEST: Signature: _____ Date: _____

Typed Name and Title: _____

Appendix K: Certification of Compliance with BSCC Polices On Debarment, Fraud, Theft and Embezzlement

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to applicants that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

By checking the following boxes and signing below, applicant affirms that:

I/We are not currently debarred by any federal, state, or local entity from applying for or receiving federal, state, or local grant funds.

I/We have not been convicted of any crime involving theft, fraud, or embezzlement of federal, state, or local grant funds within the last three years. We will notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

I/We will hold subgrantees and subcontractors to these same requirements.

A grantee may make a request in writing to the Executive Director of the BSCC for an exception to the debarment policy. Any determination made by the Executive Director shall be made in writing.

AUTHORIZED SIGNATURE (This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE (Blue Ink or e-signature Only)			DATE
X			